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ABSTRACT

The American Nursing Association accreditation mechanism for continuing education in nursing is outlined. The mechanism encompasses local, state, regional, and national levels and identifies criteria for accrediting other agencies and associations and for the approval of continuing education offerings and programs. It includes programs in nursing offered by universities and colleges, state nurses' associations, national specialty nursing organizations, federal nursing services, and state boards of nursing. The accreditation and approval of continuing education programs to prepare nurses for expanded roles are also covered. The organizational structure, functions, and selection of members of the National Accreditation Board for Continuing Education, regional accrediting committees, national review committee, review teams, and site visit teams are outlined. Appended are application forms for accreditation and approval of continuing education programs, and an accreditation fee schedule. (SW)

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Accreditation of Continuing Education in Nursing

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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Accreditation of Continuing Education in Nursing
A Model and Mechanism

INTRODUCTION

The American Nurses' Association (ANA), the professional organization for nursing, throughout its history has demonstrated its concern for the competence of all who are licensed to practice professional nursing by:

- Developing and implementing standards of nursing practice;
- Promoting the concept of individual accountability for quality of practice through such methods as peer review and nursing audit;
- Promoting the concept of individual licensure;
- Establishing standards for nursing education, including continuing education;
- Developing a certification program whereby practitioners are recognized for excellence in clinical practice;
- Promoting legislation for funding of basic and continuing education programs;
- Conducting clinical and scientific educational offerings; and
- Encouraging the state nurses' associations (SNAs) in their efforts relating to continuing education.*

ANA and the professional are accountable to the public for monitoring and improving the quality of nursing care. The responsibility for maintenance of safe and competent practice rests with the individual practitioner. That responsibility includes participation in effective continuing education.

Continuing education has been increasingly recognized as an essential way for nurses to expand their theoretical knowledge and enhance clinical performance. The profession must, therefore, seek to assure the public that continuing education offerings meet the established educational standards to the end that the quality of nursing care is enhanced.

The acceptance of responsibility for engaging in self-regulation is one of the hallmarks of a profession. Some agencies offering continuing education actively engage in the ongoing processes of critical self-analysis and self-appraisal. However, self-evaluation is not a universal phenomena in continuing education in nursing.

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*__Continuing Education Guidelines for State Nurses' Associations__, Kansas City, Missouri: American Nurses' Association, 1974, p. 4.

The rapid proliferation of continuing education offerings appears to be related to heightened professional awareness of individual responsibility for continuing competence as well as growing public interest in mandating participation in continuing education activites as a condition for the renewal of license to engage in the practice of nursing. Because of the direct relationship between the quality of continuing education and the quality of nursing practice and the continuing commitment to facilitate interstate mobility of nurses, the American Nurses' Association has assumed the leadership role in standard setting in continuing education for nurses. Through the initiation of a national system of accreditation of continuing education activities in nursing, the professional association seeks to promote implementation of these minimal standards at the national, state, and local levels and encourages sponsors to continually improve the quality of the offerings.

The American Nurses' Association has supported the utilization of standards of education as developed by the profession and implementating mechanisms such as national accreditiation as the basis for public funding of basic and graduate nursing education programs. The Association supports a similar policy with respect to public funding of continuing education programs.

The essential purpose of the accreditation process is to provide a professional nursing judgment as to the quality of the continuing education offerings Based on the definition of accreditation of the Office of Education of the U.S. Department of Health, Education, and Welfare, the following definition has evolved: accreditation of continuing education in nursing is the process whereby the Association, through designated approving bodies, grants public recognition to continuing education activities which meet certain established educational standards as determined through initial and periodic evaluations.

This document outlines the ANA accreditation mechanism for continuing education in nursing. It encompasses local, state, regional, and national levels and identifies criteria for accrediting other agencies and associations and for the approval of continuing education offerings and programs. The mechanism emphasizes self-regulation and collaboration between all levels of the American Nurses' Association and other national organizations and agencies which sponsor continuing education activites. The authority for accreditation of continuing education by the ANA derives from the formal action of the ANA 1974 House of Delegates. The resolution reads as follows:

WHEREAS, distinguishing characteristics of a profession are autonomy and self-regulation in matters affecting its education and practice, and

WHEREAS, the responsibility for regulation of nursing education presently rests with an organization separate and apart from the professional society, and

WHEREAS, the American Nurses' Association, as the recognized professional nursing society, has demonstrated its willingness and ability to assume this essential function in behalf of the profession, therefore, be it

RESOLVED, that this House of Delegates direct the ANA Board of Directors to move with all deliberate speed to establish a system of accreditation of continuing education programs in nursing. . .

OVERVIEW

STRUCTURE AND FUNCTION (Refer to illustration.)

The overall authority and responsibility for reviewing and revising the accreditation and approval criteria and implementing, regulating, and evaluating the accrediting process resides in the National Accreditation Board for Continuing Education. A monitoring group will be established to evaluate the effectiveness of the National Accreditation Board for a minimum of five years.

Directly responsible to the National Accreditation Board are the five Regional Accrediting Committees and National Review Committee.

The Regional Accrediting Committees grant accreditation for Continuing Education to state nurses' associations, national specialty nursing organizations, universitites and colleges, federal nursing services, and State Boards of Nursing.

Accreditation of an organization attests to the organization's ability to meet the established criteria for conducting a total program of continuing education. Accreditation of SNAs, national specialty nursing organizations, federal nursing services, and State Boards of Nursing also allows such accredited organizations to approve the continuing education programs or offerings of applying sponsors and constituents. Accreditation is granted for a maximum of four years.

Individuals and groups eligible to apply for approval of continuing education activities through the state nurses' association, national specialty nursing organizations, federal nursing services, and State Boards of Nursing are described later in this document. Approval is granted for a maximum of two years.

The National Review Committee accredits nondegree granting continuing education programs preparing nurses for expanded roles.

PROCESS

The procedures for obtaining accreditation and/or approval are described in detail later in this document. Applications for continuing education activities which are co-sponsored shall be approved by the accrediting organization appropriate for the sponsor.

In the event there is no accredited organization in a sponsor's district or

ACCREDITATION OF CONTINUING EDUCATION IN NURSING

*A Monitoring group will be established to evaluate the effectiveness of the National Accreditation Board for a minimum of five years

state area, applications for approval of continuing education may be made directly to the appropriate Regional Accrediting Committee.

National organizations which do not meet the criteria for membership in the Federation of Nursing Organizations apply for approval of continuing education activities sponsored by them through the Regional Accrediting Committee in which the organization's national headquarters is located. Constituents of these national organizations shall apply to the state nurses' association for approval of continuing education activities sponsored at the constituent's chapter or local level. Based on the "Criteria for Accreditation" as outlined in this document, the American Nurses' Association is eligible to apply to the National Accreditation Board for accreditation of its program of continuing education and the authority to approve continuing education activities sponsored by District #99.* District #99 will apply directly to the Continuing Education Unit of the American Nurses' Association for approval of its continuing education program or offerings, once ANA is accredited by the National Accreditation Board; otherwise, they will apply directly to the National Accreditation Board.

An appeal process is inherent in both the accreditation and approval procedures. Sponsors and constituents may appeal decisions initially to the organization which originally acted on the application. Subsequent appeal decisions are made by the Regional Accrediting Committees. Final appeal decisions are made by the National Accreditation Board.

INTERSTATE TRANSFERABILITY

Continuing education activities which are conducted by accredited organizations are recognized as meeting national standards. In addition, continuing education programs or offerings approved by accredited organizations will also be recognized. Therefore, continuing education activities which are approved by accredited organizations are transferable in that they are based on common standards and criteria and will be recognized by SNAs, whereas the recognition of continuing education activities conducted by organizations that are not accredited through this mechanism is dependent upon the policies of individual SNAs.

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*District #99 refers to those ANA members who, because they reside in foreign countries or in United States territories or possessions where there is no constituent unit of the Association, have direct membership in the Association.

NATIONAL ACCREDITATION BOARD FOR CONTINUING EDUCATION

ORGANIZATIONAL STRUCTURE

The overall authority and responsibility for reviewing and revising the accreditation mechansim, approval of criteria, and implementing, regulating, and evaluating the accreditation process resides in the National Accreditation Board for Continuing Education. The standards of continuing education and policies governing the accreditation process for continuing education programs in nursing are developed by the ANA Council on Continuing Education and approved by the ANA Commission on Nursing Education. This Commission has the responsibility to:

> Evaluate relevant scientific and educational developments, changes in health needs and practices, with reference to their implications for nursing education.
>
> Establish the scope of the association's responsibility for nursing education.
>
> Develop standards of nursing education and devise methods for gaining their acceptance and implementation through appropriate channels.
>
> Encourage and stimulate research in all areas of nursing education.
>
> Formulate policy and recommend action concerning Federal and state legislation in the field of education.*

Periodic reports of the activities of the National Accreditation Board are submitted to the ANA Council on Continuing Education, the ANA Commission on Nursing Education, the ANA Board of Directors, and the ANA House of Delegates. Recommendations regarding standards of continuing education and/or policies governing the accreditation process may be forwarded by the National Accreditation Board to the above named Council and Commission.

A monitoring group of seven persons will be established to evaluate the effectiveness of the National Accreditation Board for Continuing Education. This group will function for a minimum of five years and will be accountable to the ANA Commission on Nursing Education. The monitoring group will consist of:

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*Bylaws, American Nurses' Association, Article XII, Section 7, 1974.

- 3 persons designated by the Commission on Nursing Education
- 3 persons designated by Executive Committee of the Continuing Education Council
- 1 societal representative not affiliated with either of the two previously identified categories.

PURPOSE

The National Accreditation Board acts as the governing body for the national accreditation process for continuing education for the nursing profession.

FUNCTIONS

1. Establishes and regulates the ANA Regional Accrediting Committees and the National Review Committee.
2. Serves as a final appeal mechanism for the Regional Accrediting Committees and National Review Committee.
3. Reviews, evaluates, and revises criteria for accreditation and approval consistant with the Standards of Continuing Education developed by ANA.
4. Serves in an advisory capacity on accreditation policy matters to the Commission on Nursing Education at their request.
5. Reviews ANA's approval process and program of continuing education for the purposes of accreditation.
6. Approves the continuing education program or offerings of District # 99 if ANA is not accredited.

COMPOSITION

The Board is composed of 14 members, at least 8 of whom shall be registered nurses. The members of the Board will be individuals who represent the following groupings:

Nursing Education	–5	(at least 2 of whom are involved in continuing education and 1 in staff development)
Nursing Practice	–3	
Credentialing	–2	
Society	–2	
Members-at-large	–2	

The Board shall elect a chairperson who shall serve without vote except in the case of a tie.

CRITERIA FOR SELECTION OF MEMBERS

A. Each member from every grouping must have demonstrated through prior experience or performance:

1. A commitment to promoting excellence in continuing education programs or offerings;

2. A comprehension of the purposes of accreditation as a credentialing mechanism;

3. A concern for high quality health care for all people;

4. Leadership in activities associated with the promotion of health care delivery;

5. A belief in accreditation as a method for assuring quality educational programs directed toward improving health care;

6. Promotion of the ANA *Standards of Nursing Practice* and *Standards for Continuing Education*

7. A support for nursing as a viable force in the health care delivery system.

B. In addition to A 1–7 as above, nurse representatives of practice must be given evidence of:

1. Utilization and promotion of the ANA *Standards of Nursing Practice*

2. Expertise through performance in a clinical area in nursing;

3. Current engagement in full-time clinical practice;

4. Educational preparation commensurate with present position;

5. Active participation in continuing education.

C. In addition to A 1–7 above, nurse representatives of education must give evidence of:

1. Ability to evaluate program objectives, philosophy, curriculum, evaluation process, and means by which educational standards are met;

2. Support and promotion of continuing education in nursing;

3. Academic preparation commensurate with responsibilities associated with present position, with a Master's degree as the minimum preparation;

4. Expertise and/or experience pertinent to accreditation of educational programs in nursing;

5. Utilization and promotion of the ANA *Standards of Nursing Practice* and *Standards for Nursing Education;*

6. Commitment of the ANA *Standards for Continuing Education in Nursing.*

7. Expertise in nursing education.

D. In addition to A 1–7 above, individuals representing credentialing must be in some aspect of certification, licensing, accreditation, or approval activities related to the advancement of nursing.

E. Individuals representing society must not be employed in the health care system.

F. Individuals not represented in the criteria above may be considered for the members-at-large, to complement other areas of expertise represented on the Board.

APPOINTMENT TO NATIONAL ACCREDITATION BOARD

Initially the members of the National Accreditation Board will be appointed by the ANA Commission on Nursing Education, with advice from the Executive Committee of ANA's Council on Continuing Education.

Subsequent appointment of members to vacancies will be made by the National Accreditation Board pursuant to the policies for membership.

TERM OF OFFICE

Members will serve four-year terms. No member may serve two consecutive terms. For continuity, terms will be staggered. Initial appointments will be for two-, three-, and four-year terms.

REGIONAL ACCREDITING COMMITTEES

ORGANIZATIONAL STRUCTURE

The five Regional Accrediting Committees are responsible to the National Accreditation Board for Continuing Education.

PURPOSE

The purpose of the Regional Committees is:

1. To establish and implement a process for accrediting continuing education programs in nursing within universities and colleges; and

2. To accredit SNAs, national specialty nursing organizations, federal nursing services, and State Boards of Nursing to offer such programs and to approve offerings of sponsors and constituents.

FUNCTIONS

1. Review and evaluate applications for accreditation from universities and colleges, SNAs, national specialty nursing organizations, federal nursing services, and State Boards of Nursing according to the criteria for the accreditation;

2. Conduct site visits as necessary;

3. Act on applications;

4. Notify applicant in writing of the decision;

5. Establish an appeal mechanism;

6. Review and update evaluation criteria periodically;

7. Approve the continuing education program or offerings of an SNA which is not accredited and those of sponsors which would apply to the SNA if it were accredited;

8. Approve the continuing education programs or offerings of those sponsors within the state if the SNA is not accredited.

COMPOSITION

Each Regional Accrediting Committee is composed of 10 members, at least 7 of whom are registered nurses. All Committee members reside within that particular region. The chairperson is a member of the Committee and is elected by the Committee.

Membership on the Committee is as follows:

Nurses with expertise in nursing education	—4	(at least 2 of whom are involved in continuing education and one in staff development)
Nurses with expertise in nursing practice	—3	
Representative with expertise in the area of credentialing	—1	
Representative of society	—1	
Member-at-large	—1	

CRITERIA FOR SELECTION OF MEMBERS

A. Each member from every grouping must have demonstrated through prior experience or performance:

1. A commitment to promoting excellence in continuing education programs or offerings;

2. A comprehension of the purposes of accreditation as a credentialing mechanism;

3. A concern for high quality health care for all people;

4. Leadership in activities associated with the promotion of health care delivery;

5. A belief in accreditation as a method for assuring high quality educational programs directed toward improving health care;

6. Promotion of the ANA *Standards of Nursing Practice* and *Standards for Continuing Education.*

7. A support for nursing as a viable force in the health care delivery system.

B. In addition to A 1–7 above, nurse representatives of practice must give evidence of:

1. Utilization and promotion of the ANA *Standards of Nursing Practice*

2. Expertise through performance in a clinical area in nursing;

3. Current engagement in full-time clinical practice;

4. Educational preparation commensurate with present position;

5. Active participation in continuing education.

C. In addition A 1–7 above, nurse representatives of education must give evidence of:

1. Ability to evaluate program objectives, philosophy, curriculum, evaluation process, and other means by which educational standards are met;

2. Support and promotion of the concept of continued learning;

3. Academic preparation commensurate with responsibilities associated with present position. A Master's degree is the minimum preparation;

4. Expertise and/or experience pertinent to accreditation of education programs in nursing;

5. Utilization and promotion of the ANA *Standards of Nursing Practice* and *Standards for Nursing Education;*

6. Commitment to the ANA *Standards for Continuing Education in Nursing.*

7. Expertise in nursing education.

D. In addition to A 1–7 above, individuals representing credentialing must be in some aspect of certification, licensing, accreditation, or approval activities.

E. Individuals representing society must not be employed in the health care system.

F. Individuals not represented in the criteria above may be considered for the member-at-large to complement other areas of expertise represented on the Committee.

APPOINTMENT TO COMMITTEE

The original ten members of each Regional Accrediting Committee will be appointed by the National Accreditation Board for Continuing Education.

Subsequent members of each Regional Committee will be selected by the Accreditation Board from persons nominated by the Regional Committees. Such nominees will be geographically representative of the states within each region.

TERM OF OFFICE

Members will serve two-year terms. No member may serve two consecutive terms. For continuity, terms will be staggered.

ACCREDITING PROCESS

The Regional Committees utilize the established Criteria for Accreditation and the Criteria for Approval of a Program of Continuing Education Program or Offerings. The period of accreditation shall be a maximum of four years.

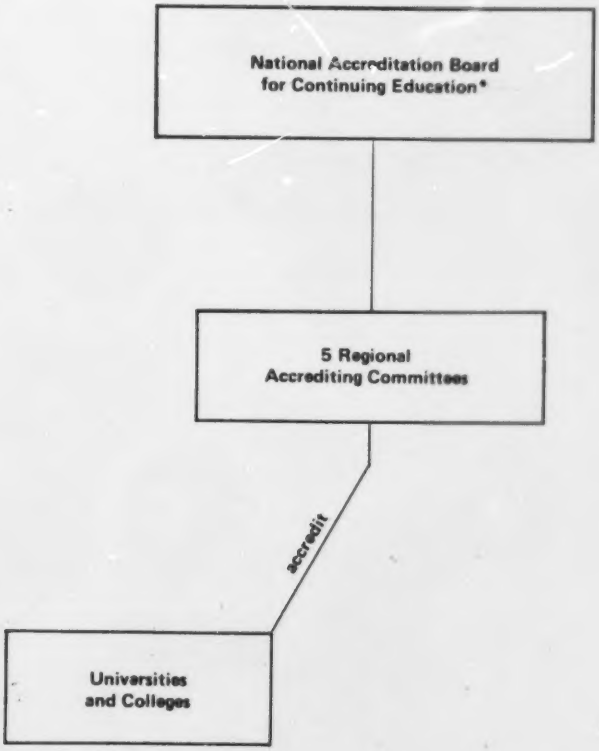
ACCREDITATION OF CONTINUING EDUCATION PROGRAMS IN NURSING WITHIN UNIVERSITIES AND COLLEGES

Guidelines and criteria have been designed for the accreditation of programs of continuing education programs in nursing offered by universities and colleges. Those seeking accreditation by a Regional Accrediting Committee will use these criteria in preparing their applications. If the nursing offerings include a short-term continuing education program preparing nurses for the expanding role, a copy of the separate application and set of criteria for that program should be requested from the National Accreditation Board for Continuing Education, American Nurses' Association.

Universities and colleges with continuing education program for nurses may apply for accreditation through the appropriate Regional Accrediting Committee. The accrediting process may include site visits by the Regional Accrediting Committee.

The institution to be visited is encouraged for its own convenience to coordinate the site visit schedule for representatives of other regional and/or national accrediting bodies when more than one type of accreditation is sought. Every effort will be made to have the accreditation schedule coincide with those of other reviewers. Through mutual arrangements the nursing visitors should be able to coordinate site visits to minimize duplication of effort.

Applicants for accreditation will be advised in writing of the decision made by the Regional Accrediting Committee. Accreditation is granted for a maximum period of four years. After accreditation, individual offerings provided by these institutions will not be reviewed.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5 Regional
Accrediting Committees
accredit
Universities
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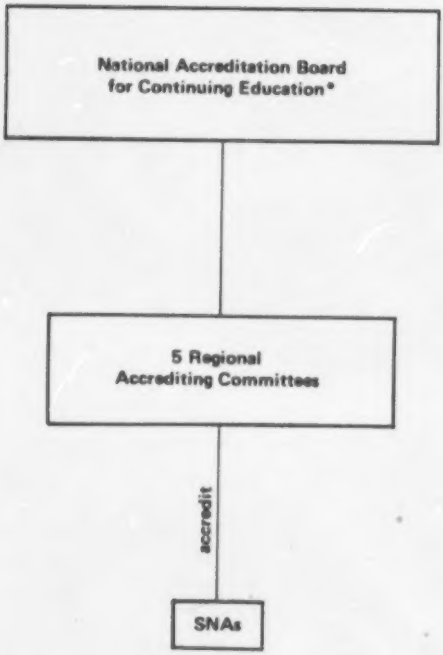
ACCREDITATION OF CONTINUING EDUCATION PROGRAMS IN NURSING OFFERED BY STATE NURSES' ASSOCIATIONS

Guidelines and criteria have been designed for the accreditation of programs of continuing education offered by state nurses' associations. Those seeking accreditation by a Regional Accrediting Committee will use these criteria in preparing their applications. It is expected that all SNAs will seek to meet the criteria so they may be accredited to offer continuing education programs and offerings and to approve offerings and/or programs of constituents and sponsors.

State nurses' associations may apply for accreditation to the appropriate Regional Accrediting Committee. The accrediting process may include site visits by the Regional Accrediting Committee.

Applicants for accreditation will be advised in writing of the decision made by the Regional Accrediting Committee. Accreditation is granted for a maximum period of four years.


National Accreditation Board
for Continuing Education*
5 Regional
Accrediting Committees
accredit
SNAs

ACCREDITATION OF CONTINUING EDUCATION PROGRAMS IN NURSING OFFERED BY NATIONAL SPECIALTY NURSING ORGANIZATIONS, FEDERAL NURSING SERVICES, AND STATE BOARDS OF NURSING

Guidelines and criteria have been designed for the accreditation of continuing education programs in nursing offered by national specialty nursing organizations, federal nursing services, and State Boards of Those seeking accreditation by a Regional Accrediting Committee will use these criteria in preparing their applications.

The following selected national nursing organizations, federal nursing services, and State Boards of Nursing which have a continuing education program for nurses may apply for accreditation to the appropriate Regional Accrediting Committee:

National Specialty Nursing Organizations—defined as those organizations which meet criteria for the Federation of Nursing Specialty Practice Organizations,* although they need not belong to the Federation.

Veterans Administration

United States Public Health Service

United States Military

State Boards of Nursing

Accreditation of such organizations and agencies serves two purposes:

1. Establishes that the continuing education programs or offerings of the accredited organization or agency need no further review; and
2. Establishes the organization or agency as the approval body which approves the continuing education programs or offerings of its constituents.

The accreditation process may include site visits by the Regional Accrediting Committee.

Applicants for accreditation will be advised in writing of the decision made by the Regional Accrediting Committee. Accreditation is granted for a maximum period of four years.

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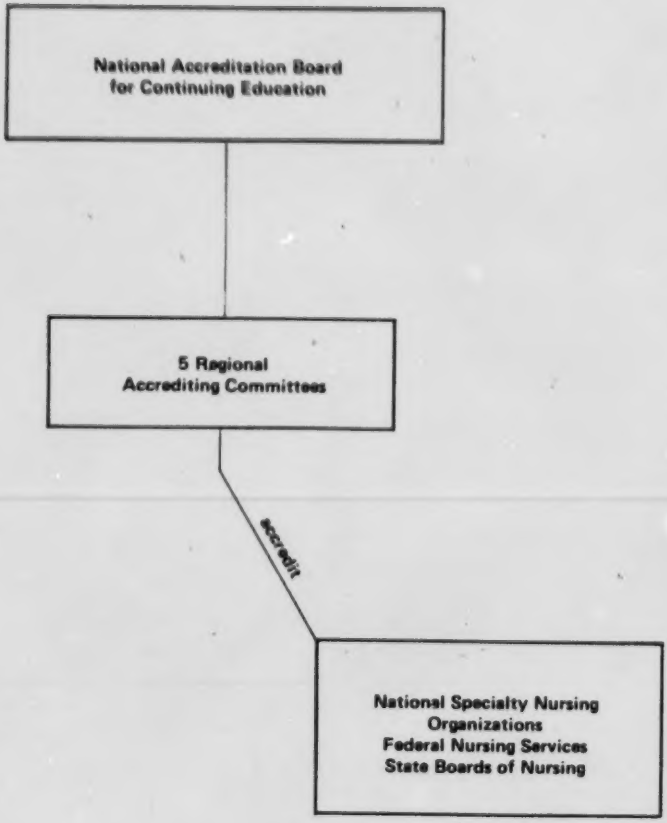
*The Federation has defined the term "specialty nursing organization" to clarify membership qualifications, as "a national organization of which the majority of the voting members are RNs, governed by an elected body, with bylaws defining its purpose and function for improvement of health care, and a body of knowledge and skill in a defined area of clinical practice."


National Accreditation Board
for Continuing Education
5 Regional
Accrediting Committees
accredit
National Specialty Nursing
Organizations
Federal Nursing Services
State Boards of Nursing

ACCREDITATION PROCESS AND CRITERIA

PURPOSE OF SECURING ACCREDITATION

An institution or organization which is granted accreditation by a Regional Accrediting Committee may conduct a continuing education program; in addition to conducting their own programs of continuing education, accredited SNAs, national specialty nursing organizations, federal nursing services, and State Boards of Nursing may also approve programs or offerings submitted to the organization by constituents or sponsors.

ELIGIBILITY

A. Universities and colleges

B. SNAs

C. National specialty nursing organizations, federal nursing services, and State Boards of Nursing.

CAPABILITY STATEMENT

An organization applying for accreditation submits a written report of capability.

A. Universities and colleges prepare a report using the accreditation criteria (excluding the process for approving a sponsor's or constituent's program or offerings).

B. SNA's, national specialty nursing organizations, federal nursing services, and State Boards of Nursing prepare a report using the accreditation criteria and the process for approving a sponsor's or constituent's program or offerings.

CRITERIA FOR ACCREDITATION

A. Purpose and Philosophy

Submit a statement of purpose and philosophy of the organization.

1. The organization's goals and purpose indicate a concern for the promotion and advancement of health care. The continuing education activities reflect a concern for high quality service by providing education opportunities designed to improve nursing practice.

2. Continuing education activies are designed within the stated framework and purposes of the organization.

B. Oranizational Structure

1. Include the most recent table of organization.

2. Describe the administrative structure of the organization.

3. Identify the unit within the organization which assumes responsibility for continuing education activities.

C. Planning

Each offering within the total program should meet the following criteria in regard to planning. Submit evidence to support that these criteria are met.

1. Participant

a. The learner population is identified by:

1) Describing the population for whom the program/offerings are planned, e.g. instructors, supervisors, staff nurses, licensed practical nurses.

2) Describing the characteristics of the learners.

b. The methods of assessing learner needs are identified.

c. The scheduling of continuing education offerings gives consideration to time and location of sessions that best serve the learner population.

2. Objectives

a. The objectives describe the expected outcomes for the learner and can be evaluated.

b. The objectives indicate the relationship to nursing and/or the bodies of knowledge which contribute to nursing practice.

c. The objectives reflect needs of learners, employers, and consumers.

3. Content

a. The content of the program/offerings clearly relates to the stated philosophy and objectives.

b. Learning experiences are appropriate to achieve the objectives.

c. The content of the program/offerings indicates input by the target group and faculty qualified in the subject area.

4. Teaching Methodologies

a. Principles of adult education are used in the proposed teaching strategies.

b. Teaching methodologies are selected with consideration being given to the fulfillment of the objectives.

c. Time alloted for each learning activity is sufficient for the learner to meet the objectives.

D. Resources

Describe the resources available to the organization.

1. Personnel

a. Adequate and qualified professional staff to carry out the objectives of the organization which are specific to continuing education.

1) The person administratively responsible for continuing education in nursing should be a nurse prepared at the graduate level.

2) Instructors with expertise and competence in course/offering content are utilized.

3) There is evidence that the program director and faculty collaborate with other nursing faculty, other health discipline faculty, and nonhealth related groups in planning and developing continuing education offerings.

b. Adequate and qualified support staff, technical and clinical, are available to implement continuing education activities.

c. Advisory Committee is used and its functions are clearly stated. If an Advisory Committee is not used, there is a mechanism for input from consumers of the services.

2. Financial

Evidence in current and projected organizational budgets to provide funds from fees, dues, and other sources to conduct continuing education programs and activities, including funds for items such as professional and supporting staff, travel for site visits, monitoring and reviewing committees.

3. Physical Facilities

Physical facilities, including space and equipment, adequate to serve the existing needs of the organization and to carry out the continuing education activities.

4. Records and Reports

a. A system of permanent record keeping which provides for storage and retrieval of individual records and projected files.

b. Records for continuing education maintained as contact hours or continuing education units.

c. Award of contact hours or continuing education units based on the standards established by the ANA *Standards for Continuing Education in Nursing* or the National Task Force on the Continuing Education Unit.

E. Appraisal Procedure

Identify the self-evaluation tools regularly utilized to determine the effectiveness and efficiency of the continuing education activities.

1. There is a tangible ongoing plan for evaluating the expected learning outcomes using the objectives as a basis for evaluation.

2. There is provision for the evaluation of services, facilities, and resources utilized in the programming.

3. Course effectiveness in relation to improved nursing practice is appraised by post-course evaluation.

4. SNAs, national specialty nursing organizations, federal nursing services, and State Boards of Nursing maintain ongoing evaluation of these approval processes.

APPLICATION PROCEDURE FOR ACCREDITATION BY REGIONAL ACCREDITING COMMITTEE

A. Obtain the Criteria for the Accreditation of Organizations from the appropriate Regional Accrediting Committee.

B. Obtain application forms from the appropriate Regional Accrediting Committee. The geographic locations and addresses of the Regional Accrediting Committees may be obtained from:

National Accreditation Board for Continuing Education
American Nurses Association
2420 Pershing Road
Kansas City, Missouri 64108

C. Fill out application form in triplicate.

D. Submit two copies of the application form and relevant documents to the Regional Accrediting Committee. Send appropriate fee. (See Fee Schedule)

Retain one copy of the application and documents for your records.

E. Following initial review of your application and documents you will be advised either:

1. To submit additional copies of application and documents for the Regional Accrediting Committee, or

2. To revise the application and supporting documents.

F. Organizations will receive written notification of accreditation or denial of accreditation by the Regional Accrediting Committee. Organizations granted accreditation will be assigned a code number. This code number is to precede any approval code number granted a continuing education program or offerings by an SNA, national specialty nursing organization, federal nursing service, or State Board of Nursing.

Notification of denial of accreditation will include the rationale for the denial and recommendations for improvement.

Applications of organizations denied accreditation may be revised and resubmitted.

PROCESS FOR APPROVING SPONSOR'S OR CONSTITUENT'S PROGRAM OR OFFERINGS

A. Establish and publicize a fee schedule for the approval process.

B. Utilize the Criteria for Approving a Continuing Education Program or Offerings as delineated by the National Accreditation Board.

C. Require sponsors to submit written Application for Approval of Continuing Education.

D. Establish and publicize deadlines for submission of continuing education program or offerings.

E. Make provision for site visits to sponsors if appropriate.

F. Establish and utilize a review committee to approve or disapprove applications.

G. Advise applicant in writing of approval or disapproval.

H. Establish an appeal procedure for disapproved applications.

I. Periodically publish a list of approved programs and offerings.

J. Maintain records of applications and decisions.

APPROVAL OF CONTINUING EDUCATION PROGRAMS IN NURSING BY STATE NURSES' ASSOCIATIONS

In addition to identifying their own programs of continuing education as accredited by ANA, accredited state nurses' associations may approve programs and/or offerings or their own constitutents or other sponsors and may identify these as being approved by the SNA and endorsed by ANA.

Specifically, accredited state nurses' associations may approve a program or offerings of:

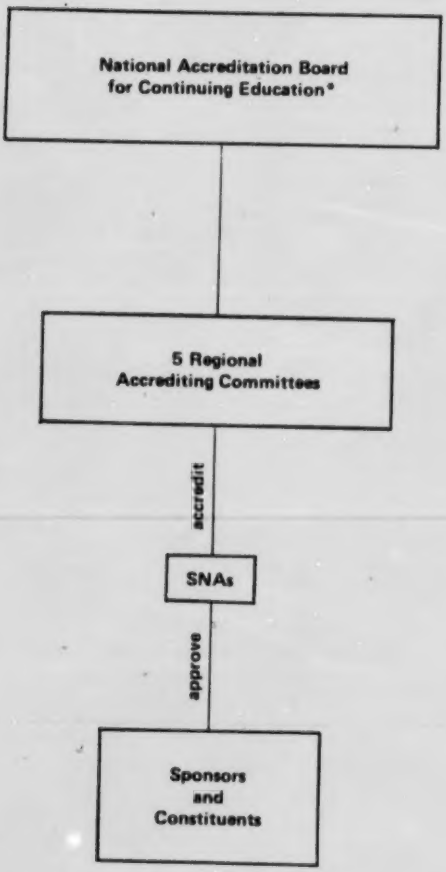
1. District nurses' associations;
2. Organizations without an approval process;
3. Hospitals and other health agencies;
4. Local and state constituents of local specialty organizations, federal agencies, and national health or health related organizations when the national counterpart is not accredited;
5. Universities and colleges when not accredited or when they desire only individual offerings to be approved;
6. Industrial organizations.

The approval process is based on the Criteria for Approval of a Continuing Education Program or Offerings. Approval allows the constitutent or sponsor to grant contact hours or continuing education units for its continuing education activity.

PROCEDURE

Applicants (SNAs) apply for authorization to use the approval process as outlined in the Process for Approving Sponsor's or Constituent's Program of Offerings. The accreditation process may include site visits by the Regional Accrediting Committee.

Applicants authorized to use the approval process will be advised in writing of the decision made by the Regional Accrediting Committee. Authorization is granted for a maximum of four years.


National Accreditation Board
for Continuing Education*
5 Regional
Accrediting Committees
accredit
SNAs
approve
Sponsors
and
Constituents

APPROVAL OF CONTINUING EDUCATION PROGRAMS IN NURSING BY NATIONAL SPECIALTY NURSING ORGANIZATIONS, FEDERAL NURSING SERVICES, AND STATE BOARDS OF NURSING

In addition to identifying its own program of continuing education as accredited by ANA, an accredited organization may approve programs and/or offerings of its own constitutents and may identify these as having been approved by the organization and endorsed by ANA.

Specifically, accredited organizations with an approval process may approve the continuing education activities of regional, state, and/or local units of the national organization.

The approval process is based on the Criteria for Approval of a Continuing Education Program or Offerings. Approval allows the constituent to grant contact hours or continuing education units for its continuing education activity.

ELIGIBILITY

National Specialty Nursing Organizations—defined as those organizations which meet criteria for the Federation of Nursing Specialty Practice Organizations,* although they need not belong to the Federation.

Veterans Administration

United States Public Health Service

United States Military

State Boards of Nursing

PROCEDURE

Applicants should apply to the appropriate Regional Accrediting Committee for authorization to use the approval process as outlined in the Process for Approving Sponsor's or Constituent's Program of Offerings.

Applicants authorized to use the approval process will be advised in writing of the decision made by the Regional Accrediting Committee. Authorization is granted for a maximum period of four years.

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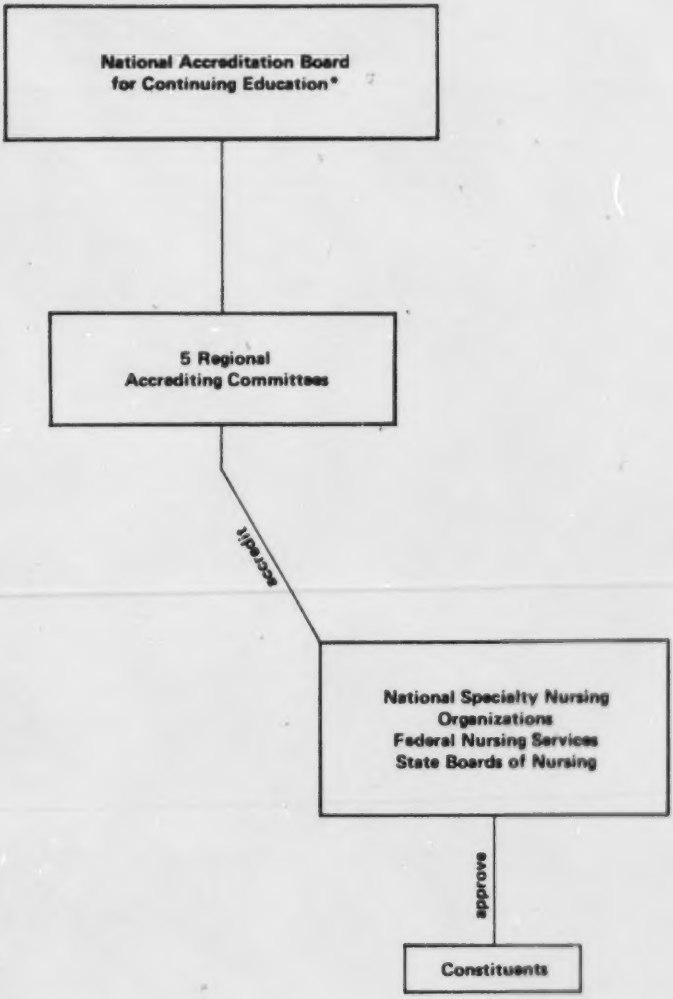
*The Federation has defined the term "specialty nursing organization" to clarify membership qualifications, as "a national organization of which the majority of the voting members are RNs, governed by an elected body, with bylaws defining its purpose and function for improvement of health care, and a body of knowledge and skill in a defined area of clinical practice.


National Accreditation Board
for Continuing Education*
5 Regional
Accrediting Committees
accredit
National Specialty Nursing
Organizations
Federal Nursing Services
State Boards of Nursing
approve
Constituents

APPROVAL PROCESS AND CRITERIA

PURPOSE

Approval is required to insure that continuing education activities for nurses meet the standards set by the ANA Council on Continuing Education. Such compatability of standards facilitates recognition and acceptance of continuing education activities between and among states and provides a uniform data basis for continuing education activities.

CRITERIA FOR THE APPROVAL OF A CONTINUING EDUCATION PROGRAM OR OFFERINGS

A. Philosophy

1. The sponsoring organization's goals and purpose indicate a concern for the promotion and advancement of health care. The continuing education activities reflect a concern for high quality service by providing educational opportunities designed to improve nursing practice.

2. Continuing education activities are designed within the stated framework and purposes of the sponsoring organization.

B. Planning

1. Participant

   a. The learner population is identified by:

      1) Describing the population for whom the program/offerings are planned, e.g. instructors, supervisors, staff nurses, licensed practical nurses.

      2) Describing the characteristics of the learners.

   b. The methods of assessing learner needs are identified.

   c. The scheduling of continuing education offerings gives consideration to time and location of sessions that best serve the learner population.

2. Objectives

   a. The objectives describe the expected outcomes for the learner and can be evaluated.

b. The objectives indicate the relationship to nursing and/or the bodies of knowledge which contribute to nursing practice.

c. The objectives reflect needs of learners, employers, and consumers.

3. Content

a. The content of the program/offerings clearly relates to the stated philosophy and objectives.

b. Learning experiences are appropriate to achieve the objectives.

c. The content of the program/offerings indicates input by the target group and faculty qualified in the subject area.

4. Teaching Methodologies

a. Principles of adult education are used in the proposed teaching strategies.

b. Teaching methodologies are selected with consideration being given to the fulfillment of the objectives.

c. Time allotted for each learning activity is sufficient for the learner to meet the objectives.

C. Resources

1. Human

a. Advisory Committee is used and its functions are clearly stated. If an Advisory Committee is not used, there is a mechanism for input from consumers of the services.

b. Instructional staff

1) The person administratively responsible for continuing education in nursing should be a nurse prepared at the graduate level.

2) Instructors with expertise and competence in course/offering content are utilized.

3) There is evidence that the program director and faculty collaborate with other nursing faculty, other health discipline faculty, and nonhealth related groups in planning and developing continuing education offerings.

c. Adequate supporting personnel are available to implement the proposed program/offerings.

2. Physical

a. The size of the facility is adequate for the population to be served and appropriate for the teaching methodologies being employed.

b. Environment is conducive to learning.

c. Adequate and appropriate equipment and teaching materials are available.

3. Financial

a. The budget includes provision for:

1) Planning continuing education activities;

2) Conducting continuing education activities;

3) Evaluating continuing education activities.

b. The sponsoring organization has an identified process for determining fees for continuing education activities.

c. The total charges for the student are published.

4. Recording

a. The system of record keeping provides for storage and retrieval of:

1) Individual attendance;

2) Information regarding each offering.

b. Records are maintained as contact hours or as continuing education units. Contact hours or continuing education units

are consistent with established national standards. (See ANA *Standards for Continuing Education in Nursing*

c. Each participant is provided an individual record of attendance.

D. Evaluation

1. There is a tangible ongoing plan for evaluating the expected learning outcomes using the objectives as a basis for evaluation.

2. There is provision for the evaluation of services, facilities, and resources utilized in the programming.

3. Course effectiveness in relation to improved nursing practice is appraised by post-course evaluation.

E. Additional information for program approval

In addition to requirements A through D above, agencies which apply for program approval rather than approval of separate offerings will submit evidence that:

1. There is provision for separate and identifiable unit which assumes responsibility for continuing education activities.

2. The unit which operates continuing education has an identifiable budget for continuing education.

3. Administrative support is further evidenced by the involvement of the unit director in agency activities which relate to education.

PROCEDURE FOR CONDUCTING THE PROCESS OF APPROVAL OF CONTINUING EDUCATION PROGRAM OR OFFERINGS

A. Obtain copies of the Criteria for Approving a Continuing Education Program or Offerings from the appropriate Regional Accrediting Committee.

B. Design an Application Form and Directions for Use of Application Form for constituents or sponsors to use when submitting continuing education activities for approval. (See Appendix II for sample form.)

The application form must include at least all the items included in the Criteria for Approval of a Continuing Education Program or Offerings.

1. Include the fee schedule.

2. Describe the mechanism for reapplication.

3. Inform the applicant of possible site visit.

C. Specify in the Directions for Use of Application Form what type of activities will be approved. It is strongly recommended that approval be given only for planned educational activities.

D. Inform the applicants of the specific record keeping requirements for both the learner participants and the educational activity.

E. Inform applicant of established deadlines for submission of applications.

F. Submit the application for continuing education approval to the Review Committee established for this purpose.

G. Advise applicant in writing of:

1. Approval—include number of contact hours or CEUs recognized.

2. Disapproval—include rationale for rejection, recommendations for improvement.

H. Assign an approval code number to the approved continuing education activity. This number is to be preceded by the code number assigned to the accredited agency by the Regional Accrediting Committee.

I. Enter record of approved program/offerings into the record keeping system established.

J. Publicize the approved program/offering via the means established.

K. Evaluate on an ongoing basis the effectiveness of the approval process.

ACCREDITATION OF CONTINUING EDUCATION PROGRAMS PREPARING NURSES FOR EXPANDED ROLES

The American Nurses' Association, through its Commission on Education and Council on Continuing Education, has designed an accreditation process for programs that prepare nurses for expanded role functions. This accrediting mechanism is part of a structure headed by the National Accreditation Board for Continuing Education, which has overall authority and responsibility for accrediting continuing education in nursing. The National Review Committee is responsible to the National Accreditation Board for Continuing Education for accreditation of short-term, nondegree granting programs preparing nurses for expanded roles.

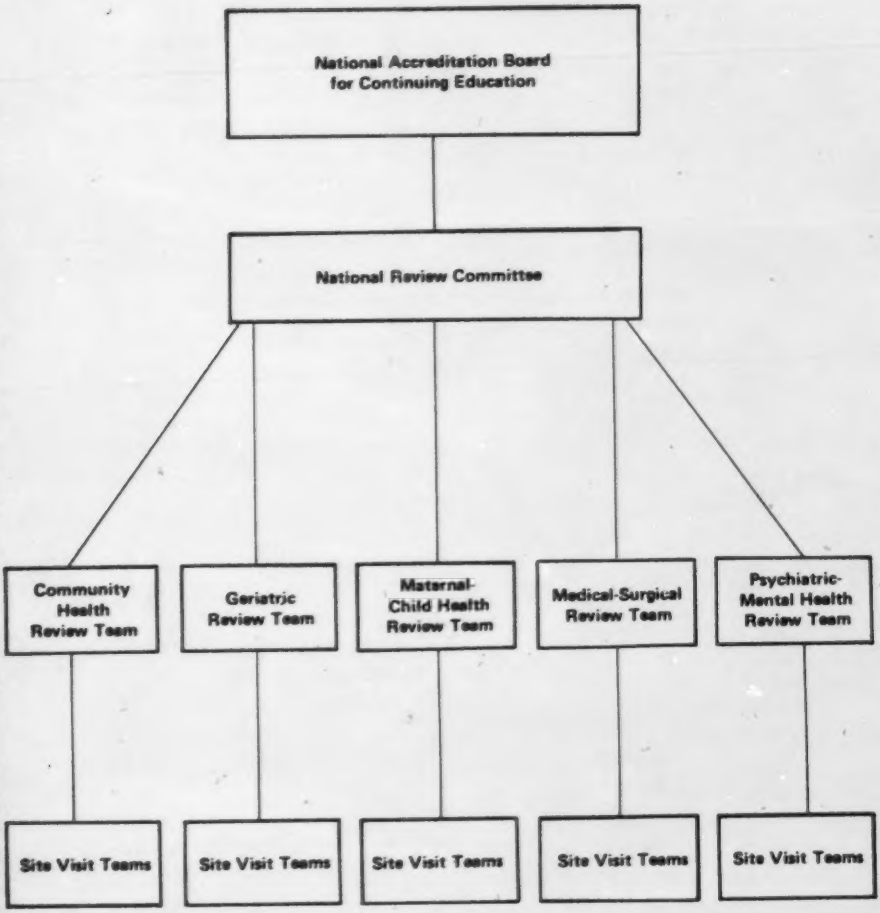
The National Review Committee utilizes the established criteria for accreditation of continuing education programs preparing nurses for expanded roles and the appropriate content standards as the basis for evaluation of these programs. The maximum period of accreditation is three years.

Accreditation of expanded role programs is accomplished by the National Review Committee acting upon the recommendations of five review teams, each representative of one of five specialized areas of nursing practice as identified in the illustration.

The review team approach is utilized for accrediting nondegree granting expanded role programs whether such programs are within universities, colleges, or health agencies. A network of five teams is organized to review and evaluate programs. These teams represent each of the five basic areas of nursing practice; Psychiatric-Mental Health Nursing, Medical-Surgical Nursing, Maternal-Child Health Nursing, Community Health Nursing, and Geriatric Nursing. An appropriate team will be assigned to respond to requests for accreditation from program directors and to report their findings to the National Review Committee.

Application for accreditation should be made to: The National Accreditation Board for Continuing Education, American Nurses' Association. Applicants will be advised in writing of decisions made by the National Review Committee following completion of their evaluation.

ACCREDITATION OF CONTINUING EDUCATION PROGRAMS PREPARING NURSES FOR EXPANDED ROLES



NATIONAL REVIEW COMMITTEE

ORGANIZATIONAL STRUCTURE

The National Review Committee is responsible to the National Accreditation Board for Continuing Education.

PURPOSE

To establish a process for accrediting nondegree granting continuing education programs preparing nurses for expanded roles.

FUNCTIONS

A. Appoints review teams according to designated practice areas.

B. Reviews and evaluates programs of applicant agencies according to the criteria for accreditation of continuing education programs preparing nurses for expanded roles taking into account the recommendations of the review teams.

C. Acts upon application for accreditation.

D. Notifies applicant in writing of decision.

E. Establishes an appeal mechanism.

F. Reviews and updates evaluation criteria periodically.

G. Sends periodic reports to the National Accreditation Board for Continuing Education.

COMPOSITION

The National Review Committee is composed of 11 members, at least 7 of whom are registered nurses. The National Review Committee is made up of individuals who represent the following groupings:

Nursing Education	—4	(at least 2 of whom are involved in continuing education or in staff development)
Nursing Practice	—3	
Credentialing	—2	
Society	—1	
Member-at-large	—1	

Nursing Education: Individuals in this group will be selected from those actively involved in continuing education programs preparing nurses for expanded roles. In addition, consideration will be given to membership from the area of staff development.

Nursing Practice: Individuals in this group will be selected from various practice areas.

Credentialing: Individuals will be selected from those actively involved in some aspect of certification, licensure, accreditation, or approval activities related to the advancement of nursing.

Society: Individual selected from consumers not employed in the health care system who have received health care services from a nurse practitioner in an expanded role.

Member-at-large: Individual selected from others not represented above to allow for other areas of expertise.

The National Review Committee shall elect a chairperson who shall serve without vote except in the case of a tie.

CRITERIA FOR SELECTION OF MEMBERS

A. Each member must have demonstrated through prior experience and/or performance:

1. Commitment to promoting excellence in continuing education program or offerings;

2. Comprehension of the purposes of accreditation as a credentialing mechanism;

3. Concern for high quality health care for all people;

4. Leadership in activities associated with the promotion of health care delivery;

5. Belief in accreditation as a method for assuring quality educational programs directed toward improving care;

6. Promotion of ANA *Standards of Nursing Practice* and *Standards for Continuing Education.*

7. Support for nursing as a viable force in the health care delivery system;

8. Involvement in promoting cooperative efforts among providers of health care within expanded role programs for nurses.

B. In addition to the criteria A 1–8 above, representatives of practice must give evidence of:

1. Utilization and promotion of the ANA *Standards of Nursing Practice*

2. Expertise through current performance in an expanded role;

3. Educational preparation commensurate with present position in an expanded role;

4. Active participation in continuing education.

C. In addition to criteria A 1–8 above, representatives of education must give evidence of:

1. Ability to evaluate program objectives, philosophy, curriculum, evaluation process, and other means by which educational standards are met;

2. Support and promotion of continuing education for nurses:

3. Educational preparation commensurate with responsibilities associated with present position in an expanded role;

4. Active involvement within an educational program preparing nurses for expanded roles;

5. Expertise and/or experience pertinent to accreditation of educational programs in nursing;

6. Utilization and promotion of the ANA *Standards of Nursing Practice* and *Standards for Nursing Education;*

7. Commitment to the ANA *Standards for Continuing Education.*

D. In addition to criteria A 1–8 above, individuals representing credentialing must be actively involved in some aspect of certification, licensure, accreditation, or approval activities related to the advancement of nursing.

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E. Individuals representing societal interest must not be employed in the health care system and must have received health care services from a nurse practitioner in an expanded role.

F. Individuals not represented in the criteria above may be considered for the member-at-large, to allow for other areas of expertise.

APPOINTMENT TO COMMITTEE

Appointment of members will be made by the National Accreditation Board for Continuing Education from persons whose names have been solicited from ANA's Division on Nursing Practice, Council on Continuing Education, Commission on Nursing Education, and Commission on Nursing Services; state nurses' associations; and other appropriate groups. Initially, appointment to the National Review Committee will be made by the ANA Commission on Nursing Education.

TERM OF OFFICE

Members will serve four-year terms. No member may serve two consecutive terms. For continuity, terms will be staggered. Initial appointments will be for two-, three-, and four-year terms.

REVIEW TEAMS

PURPOSE

To assist the National Review Committee in the implementation of the process for accrediting nondegree granting continuing education programs preparing nurses for expanded roles in the various areas of nursing practice.

FUNCTIONS

1. Review all nondegree granting continuing education programs preparing nurses for expanded roles within the designated area of practice and recommend to the National Review Committee action to be taken.

2. Select, in conjunction with appropriate ANA staff, persons for site visit teams appropriate to the designated area of practice.

3. Conduct site visits as indicated.

4. Identify a group of experts who would be willing to act as consultants to programs as requested.

COMPOSITION

Each review team is composed of 7 members at least 5 of whom shall be registered nurses. The review team is made up of individuals who represents the following groupings:

Nursing Education	—2
Nursing Practice	—2
Credentialing	—1
Society	—1
Members-at-large	—1

Definitions: Same as those for the National Review Committee.

Each review team shall elect a chairperson who shall serve without vote except in the case of a tie.

Criteria for selection of members: Same as those for the National Review Committee with the addition that those individuals representing practice must be currently engaged in practice in the specialized area of the programs to be reviewed.

SITE VISIT TEAMS

PURPOSE

To assist the review teams in reviewing nondegree granting continuing education programs preparing nurses for expanded roles.

FUNCTIONS

1. Conduct site visits to educational programs, as directed by the review team.

2. Submit a written report to the appropriate review team.

COMPOSITION

Each site visit team is composed of two members, one of whom is a member of the review team and the other of whom resides in the region in which the program applying for accreditation is located. At least one member of the site visit team shall be a registered nurse.

Criteria for selection: Same as those for the review team. Members of the team must each represent a different area of expertise.

CRITERIA FOR ACCREDITATION OF EXPANDED ROLE PROGRAMS

Continuing education programs preparing nurses for an expanded role must meet the standards for conducting continuing education in nursing as outlined in the ANA publication, ***Standards for Continuing Education in Nursing***. The following guidelines set forth the criteria against which the programs will be evaluated when application is made to the National Review Committee for accreditation.

A. Philosophy

1. The course philosophy relates to overall goals and objectives of the sponsoring organization. The following are considered significant:

   a. Placement of the course in the total structure of the sponsoring agency or institution;

   b. Adequate funding resources to meet program objectives;

   c. Administrative support of agency to the program.

2. The goals and objectives must be congruent with the course philosophy.

3. The philosophy reflects a commitment to:

   a. The concept of nurses functioning in expanded roles;

   b. The concepts of continuing education;

   c. The principles of adult learning;

   d. The health needs of consumers;

   e. A multidisciplinary approach to expanded role education.

B. Selection of candidates

1. Admission criteria are clearly identified.

2. The selection mechanism is consistent with admission criteria.

C. Program

1. Objectives

a. The purpose and/or objectives describe the program and reflect its relationship to nursing and to that knowledge which contributes to nursing practice in an expanded role.

b. The objectives reflect identified needs of learners, employers, and/or consumers.

c. The objectives are related to the expected learning outcomes of the program. The following represent minimal learning outcomes which all programs are expected to achieve:

1) Applies knowledge of human behavior and family dynamics in helping individuals and families cope with problems that interfere with optimal health practices.

2) Assumes responsibility for health surveillance, including anticipatory guidance and relevant health teaching to promote optimal physical and mental health and to prevent illness.

3) Assumes responsibility for clinical management, including health supervision, and for direct care of persons having uncomplicated illness, including chronic diseases, and persons who have had minor accidents.

4) Elicits and records health histories for individuals and families in a systematic and succinct form, and critically evaluates the findings.

5) Conducts a comprehensive appraisal of an individual's health status, including physical examination and assessment; evaluation of development, maturation, coping ability, and emotional and social well-being; and any presenting complaints.

6) Employs techniques of observation, inspection, auscultation, palpation, percussion, and communication in assessing health status.

7) Discriminates between normal and abnormal findings and between normal variations of development and abnormal deviations.

8) Records all pertinent data about the patient, including history, needs identified, interventions provided, and plans for follow-up or referral.

9) Uses sound judgment in deciding which persons can be served by the nurse and which should be referred either to physicians for differential medical diagnosis or to other community resources.

10) Provides families with opportunities to increase knowledge and skills necessary for maintenance or improvement of health.

11) Delegates appropriate health care activities to assisting personnel.

12) Collaborates with physicians and other health professionals in devising ways to deliver primary health care.

13) Guides families and individuals to utilize appropriate community resources.

14) Cooperates with other health professionals and agencies and, when appropriate, coordinates the care required to meet needs for primary health care.

15) Participates in definition of own role and in the differentiation of roles of other health professionals and assisting personnel with whom the nurse collaborates in meeting needs for care.

2. Content

a. The content of program clearly relates to the philosophy.

b. The content provides learning experiences necessary to meet the objectives.

c. The content reflects areas outlined in the appropriate ANA statements:

1) Guidelines for Short-Term Continuing Education Programs Preparing Adult and Family Nurse Practitioners;

2) Guidelines for Short-Term Continuing Education Programs for the Nurse Clinician in Intensive Neonatal Care and the Nurse Clinician in Intensive Maternal-Fetal Care;

3) Guidelines for Short-Term Continuing Education Pro-

4) Guidelines on Short-Term Continuing Education for Pediatric Nurse Associates;

5) Guidelines on Short-Term Continuing Education for College and University Health Nurse Practitioners;

6) Guidelines on Short-Term Continuing Education Modules for the Obstetric-Gynecologic Nurse Practitioner;

7) A Joint Statement of the American Nurses' Association and the American School Health Association. Recommendations on educational preparation and definition of the expanded role and functions of the school nurse practitioner.

3. Strategies

a. Teaching methods and strategies should reflect utilization of principles and theories pertinent to adult learning.

b. Teaching strategies should be congruent with the objectives.

c. Evidence should be presented that all faculty, including members of the disciplines and preceptors, are qualified for their roles.

d. Faculty should include nurses who have graduated from an expanded role program and are currently engaged in clinical practice.

e. Evidence should be presented of program flexibilty to meet individual needs of the learner.

f. The preceptor role and responsibilities should be defined.

g. Consultation with and orientation, guidance, and involvement of employers of the graduates should be provided for.

h. Faculty are responsibile for the supervision and evaluation of all clinical experiences which are a part of the program, including the period of preceptorship.

4. Physical Resources

   a. Scheduling and location of course should be appropriate for the learner population.

   b. Factors to be considered in choice of facilities include:

      1) Size in relation to number of students;

      2) Available learning resources (e.g. library, learning labs, audiovisual aids);

      3) Clinical facilities—should represent a variety of settings as appropriate to the goals of the program. There whould be written agreements or contracts with these facilities.

      4) Student services.

5. Evaluation

   a. There is evidence of systematic evaluation of the program in all aspects.

   b. Methods of evaluation should adequately measure learning outcomes.

   c. Learners should participate in the evaluation of the course.

   d. Provision should be made for evaluation of the performance of graduates of the program.

   e. Instructional staff should be involved in assessing course effectiveness.

   f. Sponsors and learners should have the opportunity to evaluate the total program.

6. An adequate record system should include methods of:

   a. Recording

   b. Storage

   c. Retrieval

FEE SCHEDULE

The following fee schedule has been established for accreditation of continuing education programs:

ANA	$250.00
Colleges and Universities	250.00
SNAs	250.00
National Specialty Nursing Organizations	450.00
Federal Nursing Services	450.00
State Boards of Nursing	450.00
Expanded Role Programs	300.00

The following information clarifies expenses associated with site visits:

1. Travel and per diem expenses for two site visitors to be the responsibility of the applicant seeking accreditation from the Regional Accrediting Committees or the National Accreditation Board.

2. Travel and per diem expenses for three site visitors to be the responsibility of the applicant seeking accreditation from the National Review Committee. Where multiple expanded role programs are being simultaneously reviewed at one institution, the fee schedule will be adjusted. Travel and per diem expenses may be required for more than three site visitors in this instance.

3. When an institution is applying for accreditation of two programs involving the Regional Accrediting Committee and National Review Committee, a schedule of combined and reduced fees may be developed.

APPENDICES

APPENDIX I

Application for Accreditation

Date _____

NOTE: Instructions for completing this application are attached to this form. Please refer to these instructions when completing the application and detach the instructions before returning the application. Submit the application in duplicate.

A. Name of Organization _____

B. Mailing Address _____

_____

_____ Zip Code _____

C. Name and Title of Individual Submitting Application _____

_____

D. Capability Statement

1. Purpose and Philosophy _____

_____

_____

(Attach a written dated copy of the organization's purpose and philosophy)

2. Organizational Structure _____

_____

_____

_____

(Attach a dated copy of the organization chart or table of organization)

3. Personnel Resources for the Continuing Education Program

a. Administrative Personnel

Number of Salaried full-time Personnel _____

Number of Salaried part-time Personnel _____

b. Support Personnel

Number of Salaried full-time Clerical Staff _____

Number of Salaried part-time Clerical Staff _____

c. Instructional Personnel

Number of salaried teaching personnel (if any)

full-time _____ part-time _____

clinical _____ instructional _____

d. Other Personnel _____

_____

e. Anticipated/Required Personnel Changes _____

_____

_____

_____

(Attach curriculum vitae for each administrative and instructional staff member)

4. Financial Resources

a. Sources of budgetary funds for the Continuing Education Program _____

_____

_____

b. Anticipated/Required Budgetary Changes _____

_____

_____

5. Physical Facilities

a. Space _____

_____

_____

b. Equipment _____

_____

_____

c. Anticipated Capital Expenditures _____

_____

_____

6. Records and Reports

a. System of measurement assigned to the Continuing Education activity

_____ contact hours _____ C.E.U.'s

Standards on which these units of measurement are awarded _____

_____

_____

_____

b. Record Keeping System _____

_____

_____

_____

_____

_____

E. Appraisal Procedure

Methods-Effectiveness _____

_____

_____

_____

_____

_____

_____

F. APPROVAL PROCEDURE

(For state nurses' associations and organizations with an approval process only)

1. Attach a copy of the application form used to approve Continuing Education activities and the procedure for using the application.
2. Attach a sample of a published list of approved Continuing Education activities.
3. Attach a written copy of the fee schedule used for approving applications.
4. Identify administrative and supportive personnel utilized in the approval process. Attach curriculum vitae of professional personnel.

a. Administrative Personnel

Number of Salaried full-time Personnel _____

Number of Salaried part-time Personnel _____

b. Support Personnel

Number of Salaried full-time Clerical Staff _____

Number of Salaried part-time Clerical staff _____

5. Review Committee

Purpose _____

_____

_____

Functions _____

_____

_____

Committee Composition _____

_____

_____

6. Site Visit Process _____

_____

_____

7. Appeal Mechanism _____

_____

_____

_____

G. AUTHORIZED SIGNATURE _____

DO NOT USE THIS SPACE

Date referred to Board _____

Decision _____

Date _____

Accreditation _____

Code Number _____

Chairman Signature _____

INSTRUCTIONS FOR APPLICATION FORM FOR ACCREDITATION

A. Type or print the official name of the organization. Do **not** use initials or abbreviations.

B. Type or print the complete mailing address of the organization. Be sure to include Zip Code.

C. Type or print the name and title of the individual submitting the application. Preferably, this will be the chief executive officer or the administrative officer responsible for continuing education within the organization.

D. Capability Statement

1. Purpose and Philosophy
   Attach to each application form a copy of the organization's written purpose and philosophy. This should be dated.
2. Organizational Structure
   a. Attach to each application form a copy of the organization chart or table of organization. This should be dated. Be sure the name of the organization is included in the chart.
   b. Briefly describe the administrative structure in terms of centralized/decentralized authority, scope of authority, and relationship to other organizations if appropriate.
   c. Identify the unit within the organization that assumes responsibility for continuing education activities.
3. Personnel Resources
   a. Indicate the number of full and part-time salaried employees in each category as of the application date. Volunteers may be included in the category "other."
   b. Attach curriculum vitae for each administrative and instructional staff member participating in the program 10% or more of his or her time.
   c. If the organization contracts for teaching personnel this may be included in the category "other."
   d. Instructional media or technical personnel may be included in the category "other."
   e. Anticipated or required personnel changes could include:
      1) Approved new positions
      2) Known resignations/transfers
      3) Positions applied for but not approved
4. Financial Resources
   a. Demonstrate fiscal responsibility of agency or organization in relation to continuing education.
   b. Indicate the sources of budgetary funds, using the most current information. List in order of magnitude of dollars and by percentage, for example:
      1) Government grants
      2) Fees
      3) Dues
      4) Allocations from parent organization
      5) Gifts/donations
      6) Other (specify)

c. Describe any required or anticipated changes (increase or decrease) in budgetary funds, such as funded grants, budgetary cuts, promised gifts, increased fees, and new sources of revenue.

5. Physical Facilities
   a. Describe the present facilities allocated for both administrative and teaching activities. Indicate adequacy for present activities and any anticipated changes in physical plant.
   b. Make a statement as to the present availability of equipment required to implement the continuing education activities.
   c. Indicate any anticipated capital expenditures for plant or equipment which will improve ability to implement continuing education activities.
6. Records and Reports
   a. Indicate which system of measuring and recording of continuing education credit is to be used.
   b. State the basis on which this measuring unit is to be computed.
   c. Describe the record keeping system established for both storage and retrieval of participant data and of program/offerings.

E. Appraisal Procedure of the Continuing Education Program
1. Describe any procedures, tools, or processes used to measure the organization's effectiveness in terms of its stated continuing education goals and purposes.
2. Specify how the organization determines the cost effectiveness of its continuing education program.
3. Attach any documents, reports, or tools which are appropriate to illustrate accountability, such as audits, peer review, or annual reports.
4. Submit a sample brochure and descriptive document of a recent educational offering.

F. Approval Procedure (To be used by state nurses' associations and organizations with an approval process)
1. Submit a copy of the application form used to approve continuing education activities and the procedure for using the application.
2. Submit a sample of a published list of approved continuing education activities.
3. Submit a written copy of the fee schedule used for approving applications.
4. Identify administrative and supporting personal utilized in the approval process. Attach curriculum vitae of professional personnel.
5. Describe the review committee used to evaluate applications. Include purpose, functions, composition of committee.
6. Describe the process to be used if site visits are required.
7. Describe the appeal mechanism available to applicants.

G. Authorized Signature (This should be the signature of the person authorized to approve major expenditures.)

APPENDIX II (SAMPLE FORM)

Application for Approval of Continuing Education Activity

Date _____

1. Name of Agency _____
2. Mailing Address _____

_____

_____ Zip Code _____

3. Name and Title of Individual Submitting Application _____

_____

4. Title of Continuing Education Offering _____

_____

5. Philosophy (Attach a Written Dated Copy of the Continuing Education Philosophy)
6. Overall Purpose(s) of Offering _____

_____

_____

_____

7. Description of Participants/Learners

a) Approximate Number Expected _____

b) Job Title(s) or Labor Code(s) of Participants _____

_____

_____

_____

c) Any Entry Requirements of Participants Such as Clinical Experience, Prior Learnings, or Specific Knowledges _____

_____

_____

_____

8. Identify the specific terminal objectives for the offering, outline the associated content, indicate the teaching methods, any instructional media/aids, the contact time for each objective, and the specific evaluation method used for measuring achievement of each objective. Attach Chart (as below) to this Application Form.

Objective	Content	Teaching Method Instructional Media	Contact Time	Measurement/Evaluation Method

9. Teaching Resources and/or Faculty. Indicate names and titles of individuals responsible for teaching activities. (Attach qualifications such as curriculum vitae of instructional staff) _____

_____

_____

10. Supporting Personnel (Indicate number of staff and job title) _____

_____

_____

11. Description of Physical Facility Where Educational Activity to be Offered _____

_____

_____

_____

12. Financial Support for Educational Offering. Describe how the offering will be supported; for example, participant fees, private gift, federal or state government grant. _____

_____

_____

13. Anticipated Approximate Cost of Offering the Activity _____

14. Authorized Signature _____

DO NOT USE THIS SPACE

Date Referred _____

Decision _____

Date _____

Approval _____

Code Number _____

Chairman Signature _____

APPENDIX III

Application for Accreditation of Short-Term Continuing Education Programs Preparing Nurses for Expanded Roles

Directions: The application should be completed by program directors. In responding to questions try to be as candid as possible. For convenience, reference can be made to prepared materials submitted with the application, but in the space provided be sure to indicate specifically where to locate the appropriate information in your prepared materials. Use additional paper if necessary.

With the application please forward at least one copy of each of the following:

1. The philosophy of the course
2. A curriculum description with a list of educational objectives
3. A class and teaching schedule
4. An organizational chart
5. The curriculum vitae of each faculty member spending more than 10 percent of his or her time in the program
6. Samples of all materials used to promote or describe the program
7. Samples of application packet and letters to prospective candidates
8. Samples of all materials used to monitor student progress
9. Any published articles about the program
10. Samples of teaching materials used: i.e., course outlines, bibliography, independent study guides, audio-visual aids
11. Catalogue of the institution

PROGRAM DESCRIPTION

1. Sponsor institution(s) _____

2. Area(s) of specialty _____

3. If a core program what specialties are involved? _____

4. Institutional administration office-in-charge _____

5. A. Program director(s) _____

   To whom are director(s) responsible? _____

   B. Program faculty _____

   C. Other program personnel — e.g., clerical, administrative assistants, etc. _____

6. Describe program participation from disciplines other than nursing _____

7. Affiliating institutions _____

8. How do the affiliating institutions relate to the program? _____

9. What organizations or consumers are represented on the advisory committee? _____

_____

_____

If no advisory committee, describe mechanism for input from consumers of your services _____

_____

10. How does the advisory committee relate to the program? _____

_____

_____

11. How many separate courses are offered each year? (Please attach course list.)

_____

_____

12. How is the program funded? _____

_____

13. What are the criteria for admission of students? (Please attach.) _____

_____

_____

14. Is there student tuition? _____ Amount _____

Are there loans? _____ Stipends? _____

15. How many applicants applied for the current class? _____

How many were accepted? _____

16. If this is core program, how many applied for each specialty area? _____

_____

How many were accepted? _____

17. Length of present program (not including preceptorship) _____

_____ (weeks/months/years) (attach course outline)

18. Describe internship or preceptorship _____

_____

_____

Length _____

Consultation from originating faculty _____

_____

Means of evaluating preceptorship _____

_____

19 Employment requirements for applicants

Prior to attendance _____

Following program completion _____

Other conditions _____

20. Authorized signatures

_____

(Program Director)

_____

(For the Sponsor Institution)

DO NOT USE THIS SPACE

Date referred to Committee _____

Decision _____

Date _____

Accreditation _____

Code Number _____

Chairperson Signature _____

_____

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GRADUATES

Starting with the most recent program describe the graduates of your program since its inception.

CLASS		NUMBER OF STUDENTS COMPLETING BY HIGHEST DEGREE HELD						DID NOT COMPLETE
Date Enter	Date Complete	Number Entered	Associate	Diploma	Baccalaureate	Master's	Type of Employment Setting	

CURRICULUM

Describe the classroom portion of the program in terms of hours per content area.

Content Areas	Classroom Hours
History Taking	
Physical Assessment	
Interviewing and Counseling	
Growth and Development	
Family Dynamics	
Positive Health Maintenance	
Management of Illness	
Delivery of Health Care	
Knowledge and Utilization of Community Resources	
Knowledge of Health Care Systems	
Family-Nurse-Physician Role in Health Care	
*	
Total	

*If there are other significant content areas please list in the blank spaces.

How many hours per week are spent in clinical practice? _____

Of this time, what percentage is in

Observing others practice _____%

Supervised practice _____%

100 %

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FACULTY

Describe program faculty by use of the headings listed below. Under Subjects Taught include preceptorship of clinical practice. For faculty devoting 10 percent or more time in program indicate percentage of time spent. For others, indicate time in hours. **Please attach curriculum vitae of Program Directors and all other faculty devoting 10 percent or more time to the program.**

Name	Highest Degree	Discipline	Current Position(s)	Subjects Taught	Program Hours or %

OUTCOMES AND EVALUATION

Please complete the following form as it relates to your program. Use only major learning experiences.

Learning Outcomes and Program Objectives	Method of Achieving Outcome		Tool for Evaluation	% of Time Spent On Each Objective
	Classroom	Clinical		

GLOSSARY

Accredited – Refers to the public recognition by the professional association that the program of the organization being reviewed meets certain educational standards, as determined through evaluations based on predetermined criteria.

Approval – Refers to the review and acceptance by an accredited body of the total program or individual offering(s) of a sponsor or constitutent, based on predetermined criteria.

Continuing Education – In nursing, consists of planned learning experiences beyond a basic nursing educational program. These experiences are designed to promote the development of knowledge, skills, and attitudes for the enhancement of nursing practice, thus improving health care to the public.

Clinical Experience – Used synomously with "field experience" in this publication.

District #99 – Refers to those ANA members who, because they reside in foreign countries or in United States Territories or possessions where there is no constituent unit of the Association, have direct membership in the Association.

Field Experience – Used synomously with "clinical experience" in this publication.

Offerings – A series of learning experiences dealing with a specific content.

Preceptor – A nurse in an expanded role practicing or a practicing physician who is committed to the concept of the expanded role of the nurse. The functions of the preceptor include supervision, collaboration, teaching, and evaluation of student performance in the clinical setting.

Program – Planned, organized effort directed toward accomplishing major objectives. A program includes many segments which are described as educational offerings or courses.

Sponsor – The institution, organization, or agency responsible for the development, implementation, evaluation, and record keeping of a continuing education offering or a total continuing education program.

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